Rhode Island State Labor Relations Board RISLRB



E-FILING INSTRUCTIONS RISLRB.EFILE@RISLRB.RI.GOV

Users should review these instructions, in full, prior to use.

RISLRB Quick Tips

- To Register, go to www.risIrb.ri.gov.
- Click on the "E-Filing" tab on the toolbar to register and login.
- You must provide a password of a minimum of seven (7) alpha numerical characters.
- Your Personal Identification Number (PIN) is your electronic signature.
- Documents must be in PDF format (See exception rules)
- The E-Filed document is considered the original document.
- Documents larger than 25MB should be divided in parts and identified as such.
- Documents must comply with the RI State Labor Relations Board's Rules and Regulations regarding E-Filing. (Section 6.00 et seq.)
- Parties shall be required to keep an original of all documentation submitted through the E-Filing process, should it be necessary for production.

Registration and Access

- Proceed to <u>www.risIrb.ri.gov</u> for registration and/or login for the RISLRB E-Filing process.
- Review and accept
 — E-Filing User Agreement.
- Registration Complete the Electronic Filing Registration
- Filing of documentation Proceed to the File Documentation Page
- E-Filing of registration and/or documentation Confirmation Page

E-Filing User Agreement

- In order to register for an account with RISLRB, you must accept the terms and conditions of the User Agreement. Failure to accept these terms will take you back to the login screen.
- To view the "E-Filing User Agreement" <u>click</u> here.
- Upon acceptance of the E-Filing User Agreement, the registration process may begin.

E-Filing - Registration

- On the Registration Screen, fill out the required information.
- The email address and password you provide will be your login credentials for future access to the E-Filing site.
- You must provide a password of a minimum of seven (7) alpha numerical characters
- You are responsible for the security of your password.
- After submitting your information, your registration will become active after it has been reviewed by RISLRB.
- Upon full activation, you will receive an email at the address you used to register, notifying you of your Personal Identification Number (PIN).

E-Filing Registration/ Notification

	Electronic Filing Registration
ı	Name: First: MI: Last:
į	Organization:
ı	Title:
į	Street Address:
I	City, State, Zip:
ı	Work Phone: Cell Phone:
į	Email: Confirm:
ı	Password: Confirm:
	For easy password retrieval in the event of a forgotten or lost password, please fill out the password reminder hint below: Password Reminder:
l	Answer:
	I hereby submit my registration application for electronic access and PIN number to the Rhode Island State Labor Relations Board. 3

Electronic Filing Registration Notification

Confirmed

This confirms your registration as a user of the Rhode Island State Labor Relations Board Electronic Filing (E-Filing) System.

Your PIN is: 1234

Please secure your Personal Identification Number (PIN), as this PIN is legal verification of your written signature and will be required for filing of all documentation with the RI State Labor Relations Board (RISLRB).

An email containing your PIN will be transmitted to your registered e-mail.

You may print this screen for your records.

Login Page

Access

- Registered? Login...
- Go to: www.rislrb.ri.gov
- Click on the "E-Filing" tab on the toolbar.



E-Filing Document Page

- The file document page allows you to electronically file documents in a case.
- If you choose "New Case Filing" you will not have a case number; skip down to "Document to File" and continue with filing.
- If you choose "Existing Case File" enter appropriate case number and proceed with filing.
- The "Note" Section should be utilized for any comments, or questions the filer may have concerning the filing of the document. The Administrator or its Agent will review your comments and respond accordingly.
- Your PIN authorizes the filing of the document. You must enter your PIN to file a document.

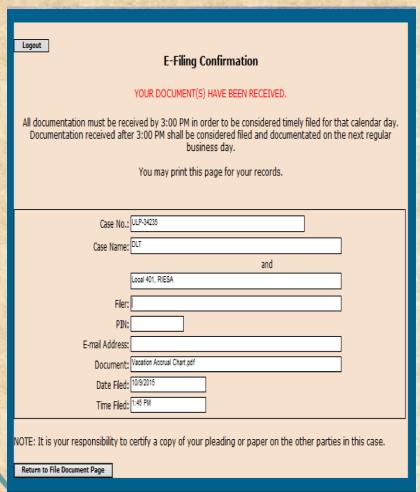
E-Filing Document Page

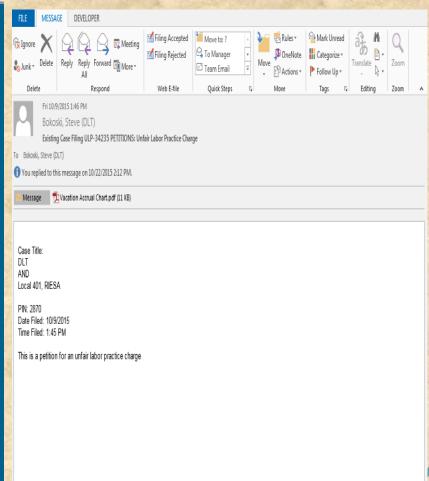
Logout	File Document Page
Change Account Settings	· · · · · · · · · · · · · · · · · · ·
	New Case Filing Existing Case Filing
Case Number:	ULP- EE-
Document to File:	FORMS: Entry of Appearance
Title: Respondent:	
	AND
Petitioner:	
PDF or Word File to Upload:	Browse Documents larger than 25 MB should be divided into components and identified as such.
	***Word files to be used ONLY when filing Statement/Responses for Unfair Labor Practice Charges to the RI State Labor Relations Board ***
Note (Optional):	
PIN:	
	All documents uploaded to the system must be in Adobe PDF format. (Word format for Unfair Labor Practice Charges - Statement/Responses).
	All documentation must be received by 3:00 PM in order to be considered timely filed for that calendar day. Documentation received after 3:00 PM shall be considered filed and documented on the next regular business day.
	When filing a document with RISLRB, the filer is responsible for assurance that no information protected by privacy or confidentiality laws are contained in such documents. Thus, the individual filing the document has the responsibility to redact (black out) or remove any protected private or confidential information, including, but not limited to Social Security numbers, from every document to be filed. Enter the code shown:
	Upload

E-Filing Confirmation

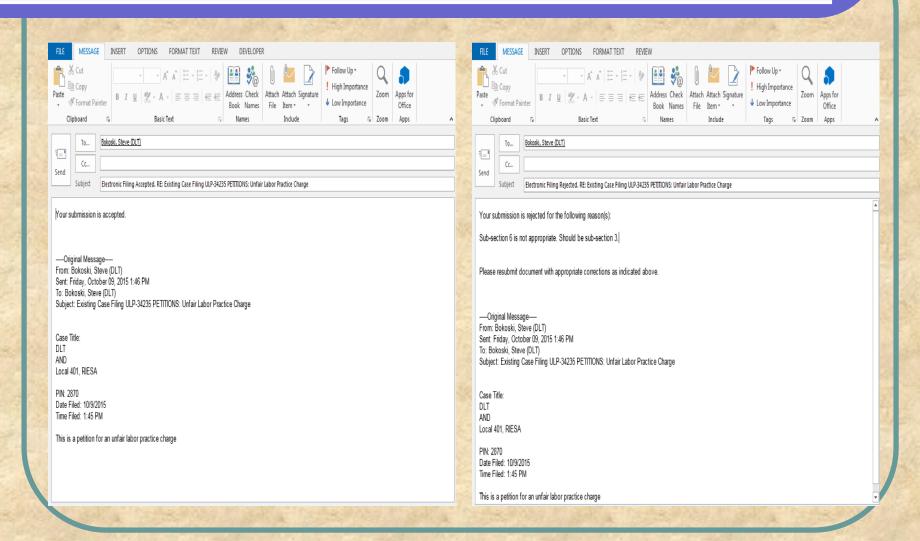
- Once a document has been successfully e-filed, users will receive a confirmation of receipt, which may be printed for your records.
- Upon review of the documentation submitted by the RISLRB, the user will then receive an electronic confirmation of acceptance or denial of filing.
- Documents must be filed and received on/or before 3:00 p.m., in accordance with the Board's Rules and Regulations, Sub-Section §6.01.8(c) to be considered timely filed for that calendar day.

E-Filing Confirmation





E-Filing Confirmation



Change Account Settings

To make any of the following below changes to your account, click on the "Change Account Settings" button on the File Documentation Page:

- Change User Information
- Change Password
- Password Recovery
- Change Password Question and Answer
- Account Deactivation

Change User Information

Change User Information	
Name: First: MI: Last: Organization: Title: Street Address: City, State, Zip: Cell Phone:	
Email address cannot be changed. If you need to change the email address, deactivate this account and create a new account. PIN: P	
T 2 L:Q A Enter the code shown:	
Change Password Change Password Reminder Account Deactivation To File Document Page	

Change Password

	Change Password
Old Password:	
New Password:	
Retype New Password:	
	Change Password Cancel

Password Recovery

Password Recovery Please answer the following security question: Assistant's first name Your password is passwrd Return to Login Page Recover Password

Change Password and Password Question

Change Password Reminder
Change Password Reminder Cancel

Account Deactivation

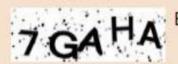
Account Deactivation

Registration Deactivation is the withdrawal from participation in the electronic document management system that deactivates the registered user's profile.

Deactivation of an account does not authorize non-electronic filing of documents, nor shall it be considered a withdrawal from a proceeding.

Should changes to your e-mail address occur (i.e.:// as a result of a change in employment),

you will need to deactivate this account and create a new account using your new e-mail address.



Continue with the deactivation of this account? Yes



Nations Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY via Ri Relay: 711

Confidential Information

Each person electronically filing a document with the RI State Labor Relations Board has the responsibility to ensure that no information protected by privacy or confidentiality laws is contained in such document. This means that the person filing the document has the responsibility to redact (black out) or remove any protected, private, or confidential information, including, but not limited to a social security number, from every document to be filed.

Questions?

QUESTIONS REGARDING E-FILING CONTACT:

Administrator
RI State Labor Relations Board
risIrb.web@risIrb.ri.gov
RI State Labor Relations Board
1511 Pontiac Avenue, Building #73, 2nd Floor
Cranston, RI 02920
(401) 462-8830

Notes

